

**MINUTES FOR THE
MARCH 10, 2025
CITY COUNCIL MEETING**

1. Call to Order and Recording of Quorum.

The meeting was called to order at 4:00 p.m. and a quorum was established.

City Council Members Present

Mayor John Low

Bill Mitchell

Peter Mako

Kate Lanfear

City Staff Present

City Manager William Foley

Executive Secretary Kristyn Schones

Fire Chief William Knupp

Asst. Fire Chief Justin Seibert

Police Chief Gail Baham

Asst. Police Chief Gabriel Ortiz

Director Rick Baldarrama

Attorney

Lt. Michael Gutierrez

Officer Marco Valdez

Sgt. Skylar Garza

Court Clerk Frances Savage

Others Present

Brandon Cook

Brandon Holubar

Meagan Enriquez

Marci Garcia

Chief Pruitt-Alamo Heights PD

2. Review/Action of minutes from: February 10, 2025, Public Hearing and Regular City Council meeting.

The minutes were reviewed, Mayor Low called for a motion to approve the minutes, Mako motioned, Lanfear seconded, all voted in favor, and the motion passed.

3. Comments by Citizens.

There were none.

4. Presentation: A presentation to the Police Department for Recognition of the Texas Police Chief's Association Best Practices.

Mayor Low introduced Chief Pruitt from Alamo Heights Police Department to present the recognition. Chief Pruitt thanked the city council and the citizens of Terrell Hills. Chief Pruitt explained he is here to represent the Texas Police Chief's Association, accreditation committee. Chief Pruitt advised it is a voluntary program where Police Chief's engage their respected departments in programs for professional excellence, all of which require proof and compliance with a set of professional standards, at the end of this process agency's must prove they

meet or exceed 173 difficult standards. Chief Pruitt advised he is very honored to present Chief Gail Baham and the Terrell Hills Police Department with a certificate of reaccreditation for continuing to maintain their compliance with the Texas Law Enforcements best practices program for the past four years. Chief Baham thanked all the officers for their hard work and advised this would not be possible without them. Mayor Low thanked Chief Pruitt for the association we have with Alamo Heights and his Police Department and advised we very much benefit from it and for his willingness to help us as we like to help him and advised we look forward to more of his cooperation. Chief Pruitt thanked Mayor Low and advised he valued that as well.

5. **Discussion/Action: Discussion/Action: Adoption of Ordinance 1549**
THE CITY COUNCIL OF THE CITY OF TERRELL HILLS, TEXAS DECLARING THE UNOPPOSED CANDIDATES FOR THE POSITIONS OF COUNCIL MEMBER PLACE 3 AND COUNCIL MEMBER PLACE 4 TO BE ELECTED, CANCELLING THE GENERAL ELECTION SCHEDULED FOR MAY 3, 2025; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR THE NECESSARY POSTING OF THIS ORDINANCE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

Foley advised it was a standard ordinance that would cancel the election that was declared for places 3 and 4. Mayor Low advised these are Mako and Ballantyne's position and thanked Mako for agreeing to serve again and gave Ballantyne an extension. Mayor Low asked for a motion to approve ordinance 1549. Mitchell motioned, Lanfear seconded, all voted in favor, and the motion passed.

6. **Discussion/Action: Adoption of Ordinance 1550**
PROVIDING FOR THE APPOINTMENT OF A MUNICIPAL COURT PRESIDING JUDGE, AND SETTING THE COMPENSATION THEREFORE; APPOINTING TEMPORARY REPLACEMENT JUDGE WHEN MUNICIPAL COURT PRESIDING JUDGE IS UNABLE TO ACT FOR ANY REASON; APPOINTING A CITY PROSECUTOR FOR THE MUNICIPAL COURT AND SETTING THE COMPENSATION THEREFORE; APPOINTING AN ASSISTANT CITY PROSECUTOR TO PROSECUTE APPEALS CASES IN THE COUNTY COURT AND SETTING THE COMPENSATION THEREFORE; APPOINTING A MUNICIPAL COURT CLERK; AND PROVIDING FOR THE TERMS OF OFFICE FOR THE JUDGE AND PROSECUTOR.

Mayor Low advised that the council is aware that Bill Kingman resigned in January and after conversations with our prosecutor and a couple of candidates, Meagan Enriquez was presented to us and Ms. Enriquez has agreed that if appointed that she will fill the position. Mayor Low informed all that Ms. Enriquez comes with a lot of trial experience. Mayor Low asked if there was any discussion, there was none. Mayor Low asked for a motion to approve ordinance 1550. Mako motioned, Lanfear seconded, all voted in favor, and the motion passed. Mayor Low read the statement of the Elected/Appointed Officer as well as the Oath of Office and had Ms. Enriquez repeat after him as he swore her in. Mayor Low and Ms. Enriquez signed the documents with Foley in the presence of Schones present to notarize.

7. **Discussion/Action: Acceptance of a proposal from Broadway Bank as the selection of a depository for the Banking of the City and authorizing the City Manager to negotiate & execute an agreement for banking services.**

Mayor Low advised that every three to five years we look at our banking relationship and we sent out a request for proposals for banking services and asked Schones to explain the outcome. Schones advised that she and Foley had five proposals submitted and advised she and Foley went through them and narrowed it down to Frost and Broadway Bank. They were very comparable as far as interest rates and services. Some differences she did not care for was Frost Banks direct deposit payroll process and she and Foley noticed their fees were more. With this, she and Foley are looking at Broadway Bank. Schones advised she had a tough time with them during her onboarding process, however, she and Foley met with a couple of the representatives and developed a report with them and felt confident about moving forward with Broadway Bank. Schones advised she and Foley previously met with the mayor regarding their findings and recommend staying with Broadway. Mayor Low asked if there were any questions. Mayor Low stated that it was agreed that they are not doing as many things electronically as we could. Mayor Low advised we had incidents with a prior employee resubmitting

checks for deposit and so by doing the banking electronically the hope is to eliminate that as well as make it easier for our administration to process our city business. Mayor Low asked for a motion, Mitchell motioned, Mako seconded, all voted in favor, and the motion passed.

8. Discussion/Action: Rescheduling the Regular Council Meeting on Monday, May 12th to Monday, May 5th.

Mayor Low advised he would be out of the country for our regular meeting and asked if the meeting could be moved to the 5th of May. Mayor Low asked the council to advise if this would be a conflict, they all agreed this would not be. Mayor Low asked for a motion, Mako motioned, Lanfear seconded, all voted in favor, and the motion passed.

9. Discussion: Date for annual appreciation dinner.

Mayor Low advised this is for the volunteers and is held in mid-April. Mayor Low asked Foley to give date options. Foley reminded the council about the last dinner's comments; attendance was not where it had been in past years and there was talk about downsizing and that the date options are the 2nd, 9th, and 16th of May. Mayor Low asked the council if there were any thoughts about changes or recommendations from city staff. Mitchell asked Foley what does downsizing mean, what would he downsize to. Foley advised that it was mentioned that there was a lot of food and a lot of everything, and we did not get the turnout. Foley advised we could go down to more hors d'oeuvres, Mayor Low asked if we could still have it there. Foley advised yes, still have it there and do it exactly the way we have been doing. Foley advised he just had a note to remind the council about that discussion. Mako asked if RSVPs had been requested, Foley and Schones advised, yes. Mayor Low asked Schones how many did we had last year, Schones advised we had about thirty people RSVP, but not all showed up. Schones advised we could probably get away with renting the back room if the council wanted. Mayor Low asked Schones how many people were invited last year. Schones advised about sixty, Mayor Low asked if we got a third of that, Schones advised yes. Mayor Low advised he did not have a problem with whittling it down a bit, he did not think we would have any conflicts. Mitchell advised he liked the idea of not whittling it down because the volunteers that come appreciate the full scale. Lanfear asked if there was a lot of wasted food, Schones advised there was a lot of extra food, and the food was taken back to the guys in the fire department. Mayor Low asked if we could wait until we see the responses we are getting before committing to reserving two rooms. Mayor Low asked Schones to find out. Mayor Low stated let us continue as in the past. Foley confirmed that we are going with what we normally have and see what happens and maybe make changes next year. Mayor Low advised, "Yes but if we see we will only have thirty people then let us try to downsize. Mayor Low asked for a date confirmation of the 16th of May, all agreed.

10. Discussion about monthly reports as submitted in the council packets.

Mitchell noted the same recurring on auto thefts, despite the PSA which he thought was very good. Mayor Low advised we are all doing everything we can. Mayor Low noted where we are situated, we are just an opportunity so unless our people take action to make us less attractive, we are just going to have the same problem as Alamo Heights and the affluent cities but cameras have helped and the rest will be just continuing to get the word out. Mayor Low asked the fire department for an update on the new fire truck, Knupp advised we have narrowed down dates to April 28th, 29th & 30th that they will be up doing the final inspection of it. Mayor Low asked how everything in public works is, Baldarrama advised that all is good, and the garbage trucks are being programmed, and we should have by this week, hopefully. Mayor Low advised, great and he wanted to quickly pass along his gratitude as he received a call from resident with Kudos to Felipe. Mayor Low advised him to reach out to Foley regarding this, and Foley commented that Baldarrama had all his guys out doing the same thing. Mayor Low thanked Baldarrama and asked Baldarrama to thank Felipe. Foley advised he wanted to comment on that incident, Foley advised he and Baldarrama talk to the guys and he cannot tell him how much support that is provided from council is appreciated and Foley stated that he believes being provided the equipment, the lawn mower the vehicles all of those things makes our public works guys feel like team members and that we are seeing that in the fact that they are outside to do things and to provide the service that council would expect and they see the support and he believes that it pays off. Foley also wanted to point out the leaky shower that he emailed the council about; one was fixed, and we are going to rebuild the other one to avoid not having the same problem as the other. Foley advised he used his authority provided by council to the price level to go ahead and approve because it was leaking and there was a small amount of mold underneath it so we got that cleaned up immediately and advised we had our ARPA funds that we are getting the building painted to use up the ARPA funds were still pending and advised he spoke with Phil during the audit and the earmarked funds cannot be used for anything past 12/31 that we earmarked them for and he wanted council to

know that this incident happened and those monies were applied to the showers. Mayor Low asked if there was anything else, there was nothing.

11. **Adjournment**

The meeting adjourned at 4:30 p.m.

ATTEST:

MAYOR

SECRETARY-MANAGER